

11/5/91

SUBJ: TRAVEL MANUAL

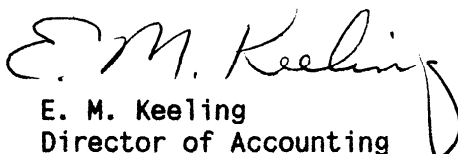
1. PURPOSE. This supplement requires the travel authorizing official to make prudent permanent change-of-station (PCS) decisions and ensure an adequate timeframe for each transfer by issuing, whenever possible, the PCS travel order at least **60** days before the employee's reporting **date**.

2. DISTRIBUTION. This supplement is **distributed to the branch level** and above in the Washington headquarters and regions; to the section level and above at the centers; and to resident directors. A limited distribution is made to all field offices and facilities; and copies are furnished to addressees on the **ZAA-388** special distribution list.

3. FILING INSTRUCTIONS. After filing this supplement, the transmittal should be retained.

PAGE CONTROL CHART

<u>Remove pages</u>	<u>Dated</u>	<u>Insert pages</u>	<u>Dated</u>
		(2-1-S1 and) 2-1-S2 (between Order DOT 1500.6A pages 2-ii and 2-1)	11/5/91


E. M. Keeling
Director of Accounting

11/5/91

FA SUPPLEMENTAL PAGE

2-0103-S1. POLICY.

a. Prudent PCS Decisionmaking. The FAA relies on the travel authorizing official to be knowledgeable of the requirements of this order and his/her dedication to manage permanent change-of-station (PCS) costs. Therefore, the travel authorizing official is administratively accountable for prudent PCS decisionmaking, such as authorizing only PCS moves required in the Government's interest according to this order and ensuring the timeframe for each PCS move is adequate.

b Early Issuance of PCS Orders. The travel authorizing official is responsible for issuing Form DOT F **1500.4**, Travel Authorization for Permanent Change of Station, whenever possible, at least **60** days before the employee's reporting date. This is intended to give the employee sufficient time to substantially complete the processes of selling or settling the lease of the home at the old duty station and purchasing or renting a home at the new location, and provide for a more cost-effective move.

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